



Arizona Criminal Justice Commission (ACJC)

Crime Victim Assistance Grant Program

Training Application Instructions

Fiscal Year 2019 (July 1, 2018 – June 30, 2019)

Applying Using the eCivis Sub Recipient Management System

This year's application must be submitted using the eCivis Sub Recipient Management (SRM) system. The purpose of this instruction document is to provide guidance on application content and working within the eCivis SRM. Detailed instructions on how to access eCivis are available at <http://azcjc.gov/grants>.

Guiding Principles

Any training or training materials developed or delivered with grant funding provided by ACJC must adhere to the following guiding principles.

1. **Trainings must comply with applicable law.** In developing and conducting grant-funded training, grantees shall not violate any state law or any federal law, including any law prohibiting discrimination.
2. **The content of trainings and training materials must be accurate, appropriately tailored, and focused.** The content of training programs must be accurate, useful to those being trained, and well-matched to the training project's stated objectives. Training materials used or distributed at trainings must be accurate, relevant, and consistent with these guiding principles.
3. **Trainers must be well-qualified in the subject area and skilled in presenting it.** Trainers must possess the subject-matter knowledge and the subject-specific training experience necessary to meet the objectives of the training. In selecting or retaining a trainer, grantees should consider such factors as the trainer's resume and written materials, interviews with the trainer, observation of other trainings conducted by the trainer, feedback from other entities with which the trainer has worked, training participant feedback and evaluations, and the general reputation of the trainer.
4. **Trainers must demonstrate the highest standards of professionalism.** Trainers must conduct themselves with professionalism. While trainings will necessarily entail varying teaching styles, techniques, and degrees of formality, as appropriate to the particular training goal, professionalism demands that trainers instruct in the manner that best communicates the subject matter while conveying respect for all.

Restrictions on funds

The following items cannot be funded with ACJC training dollars, nor can they be used as match: entertainment, alcoholic beverages, tips, gifts, trinkets, and memorabilia or commemorative items.

Completing the Application

The application can be accessed in eCivis once you have registered at <https://grants.az.gov/funding-opportunities>. A user guide for eCivis is available at www.azcjc.gov/grants.

Project Narrative

This section should demonstrate the agency's ability to effectively plan and implement the training project in a financially sound and organized manner. Detailing the agency's capacity and experience in sponsoring trainings and administering grants.

eCivis SRM Form Field:	Instructions:
<i>Scope of Work</i>	<p>A. Needs Statement</p> <p>Provide a brief description of training need including:</p> <ul style="list-style-type: none">• The issue or problem about which the training will raise awareness or educate the target audience about and why it is important (include information on the victim populations served by individuals completing the training)• How the need for the training was determined <p>B. Training Content Summary</p> <p>Briefly describe the training course content including:</p> <ul style="list-style-type: none">• A brief summary of course content• How the course content is the best way to address the identified need in the victim services community• Target audience (include professional affiliations or career disciplines)• Victim service areas targeted by this training project• Expected outcomes affecting victims of crime• Method of training delivery (in person, webinar, computer based training)• Does the training qualify for continuing education credits

eCivis SRM Form Field:	Instructions:
<i>Project Goals and Objectives</i>	<p>Outcomes / Quality Measures</p> <p>The lists below include outcomes and quality measures that will be used to track how effectively your training program serves the victim service providers during the upcoming grant period. Please select the outcomes and quality measures best related to the training services provided by your project. Include in the narrative response the text of the selected outcome or quality measure, and a realistic, yet challenging percentage projection of how the project will perform during the grant period. These percentage estimates will be compared to those submitted at the end of the grant period in the annual report to determine project effectiveness.</p> <p>Outcomes (please specify at least two in your narrative).</p> <ol style="list-style-type: none"> 1. Number and percentage of training participants that will show an increased knowledge of training subject matter. 2. Number and percentage of participants reporting they will apply the knowledge gained through the training to better meet the needs of crime victims. 3. You may optionally provide any additional training outcome measure of your own choosing. <p>Quality Measures (please specify at least two in your narrative.)</p> <ol style="list-style-type: none"> 1. Percentage of participants reporting the training met or exceeded their expectations. 2. Percentage of community collaborators reporting positive satisfaction with services provided. 3. Percentage of instructors reporting that staff, facilities, equipment, etc. met or exceeded their expectations. 4. You may optionally provide any additional quality measure of your own choosing.
<i>Project Timeline</i>	<p>A. Training Timeline</p> <ul style="list-style-type: none"> • Indicate the number of training events to be offered, dates and length of training, location of training, and geographic areas to be served by the training • Indicate whether number of events, dates, locations are proposed, or secured and reserved for the training • Estimate the number of training participants • Method utilized to announce availability of the training to potential participants <p>B. Training Fees</p> <ul style="list-style-type: none"> • Identify whether or not the training project charges or intends to charge an enrollment fee, describe the fee schedule • Describe any scholarship opportunities that exist for the training project

eCivis SRM Form Field:	Instructions:
<i>Collaborative Elements and Partners</i>	<p>Collaborative Partners</p> <ul style="list-style-type: none"> • List the public and private organizations your training project collaborates with to provide the training • Briefly describe the role of each collaborative partner in completing the training project
<i>Sustainability Plan</i>	<p>A. Staffing</p> <ul style="list-style-type: none"> • Identify the number of full-time and part-time paid program staff for this project. Attach a detailed position description for each unique position. <p>B. Volunteers</p> <ul style="list-style-type: none"> • Estimate the total hours to be worked by volunteers in support of the training project • Briefly describe volunteer recruitment and activities performed by volunteers <p>C. Financial Capacity</p> <ul style="list-style-type: none"> • Include the date of the applicant agency's last financial audit (A-133 or independent audit). • If a Schedule of Findings and Questioned Costs were issued, please attach a copy along with the management letter in the attachment section • If received, indicate whether ACJC funds will be used as matching funds for other grant programs
<i>Evaluation Plan</i>	<p>A. Evaluation Plan Describe how the effectiveness of the training program activities will be evaluated?</p> <p>B. Activity Tracking Briefly describe your enrollment and attendance process and requirements. Describe how the training project will track enrollment, attendance, and referral tracking.</p> <p>Attach any surveys used for evaluation.</p>

eCivis SRM Form Field:	Instructions:
<i>Program Specific Criteria #1</i>	<p>Presenters</p> <p>Provide a summary description of the presenters/instructors for the training. Including the following:</p> <ul style="list-style-type: none"> • List of presenters/instructors proposed for training project • Qualifications of the primary speaker(s) to include special skills/knowledge/experience • Criteria to be considered when selecting the instructors/presenters • Indicate whether presenters are proposed, or secured and reserved for the training
<i>Program Specific Criteria #2</i>	<p>A. Agency Type</p> <p>Include the appropriate agency category and agency type based on the list provided:</p> <p><i>Criminal Justice Government:</i> Corrections Law Enforcement Probation Prosecution Other</p> <p><i>Private Non-Profit:</i> Hospital Mental Health Agency Rape Crisis Religious Organization Shelter Other</p> <p><i>Noncriminal Justice Government:</i> Hospital Mental Health Social Services Other</p> <p><i>Native American Tribe or Tribal Organization:</i> On Reservation - Criminal Justice - Government On Reservation - Noncriminal Justice - Government On Reservation - Private Non-Profit</p> <p>B. Mission statement</p> <p>Include the organization/agency mission statement. If the training project is part of a larger, diverse service organization, use the mission statement that is most closely related to the project applying for funding</p>

eCivis SRM Form Field:	Instructions:
<i>Program Specific Criteria #3</i>	Enter N/A

Project Budget

Costs must be reasonable and relate directly to the goals and objectives of the training project. Applicants should present a clear, concise, complete and realistic budget that is directly related to the training project proposal.

The *Budget form* can be found in eCivis. . A word version of the document you can use to draft your budget prior to entering in eCivis can be found at <http://azcjc.gov/grants>. All project budget information must be included on the budget data form in **eCivis**, the word document alone will not be accepted.

When creating the budget consider the importance of each position/item requested and list those in the appropriate comment section in funding priority order. Provide supporting information regarding costs and be as specific as possible.

The project budget entered in to eCivis includes only requested ACJC victim assistance grant funding and required match. In addition to the budget in eCivis, applicants must include an attachment identifying the total training project budget detailing **all** project funding sources. The template for the FY19 total project budget can be found at <http://azcjc.gov/grants>.

Match

To calculate the required match amount multiply the total amount of grant funding requested from ACJC for all categories by .25. This will equate to 20% of the overall grant project cost (amount requested from ACJC + match = total grant project cost).

Example: Grantee requests \$10,000 in ACJC grant funding. To calculate the match required the grantee multiplies \$10,000 by .25 (10,000 x .25= \$2,500). Total grant project cost equals \$12,500. The match amount of \$2,500 is 20% of the \$12,500 total grant project cost.

For those budget categories that contain a match amount please include the following in the justification: The match source, the expiration date if the match is from other grant funds; if the matching grant is pending, list "pending"; a description of in-kind match sources, and the rate used to calculate in-kind match dollar amounts. All match sources **MUST NOT EXPIRE PRIOR TO JUNE 30, 2018.**

eCivis SRM Form Field:	Instructions:
<i>Personnel Request</i>	Enter the total dollar amount requested for personnel (including salary and overtime for all positions).
<i>Personnel Request Comments</i>	Provide the position title, brief description of the position, what portion of the position will be ACJC funded (i.e. 1.0 or .5), the total annual salary for the position, justification for any overtime or on-call funding being requested, and amount of overtime or on-call funding requested for the position. Identify the number of positions requested if the position title applies to multiple positions being requested. If requesting funding for more than one position please prioritize the

eCivis SRM Form Field:	Instructions:
	positions from top to bottom.
<i>Personnel Match</i>	Enter the total dollar amount of personnel match for all positions.
<i>Personnel Match Comments</i>	<p>Provide the position title, brief description of the position, what portion of the position will be used as match (i.e. 1.0 or .5), and the total annual salary for the position. Identify the number of positions if the position title applies to multiple positions used as match.</p> <p>When using volunteers as in-kind match: the word "Volunteer" should be included in the position title section. The salary rate should be consistent with those rates paid for similar professional work in the labor market in which the project operates, or current minimum wage. The rate for volunteers may not exceed the salary rate of grant paid staff conducting similar duties.</p> <p>The position description for volunteers should include the same elements as those required for a funded position. Volunteer positions should be separated by job description and positions performing the same activities should be consolidated under one job title.</p>
<i>Fringe Benefits Request</i>	Enter the total dollar amount requested for employee related expenses (ERE) for all positions.
<i>Fringe Benefits Request Comments</i>	Provide detail on the total amount of fringe benefit (ERE) requested by position and benefit type (i.e. health insurance, worker's compensation, FICA, etc.). Include a percentage for each category and a total ERE percentage for each position.
<i>Fringe Benefits Match</i>	Enter the total dollar amount of employee related expenses for all positions to be used as match.
<i>Fringe Benefits Match Comments</i>	Provide detail on the total amount of fringe benefit by position to be used as match.
<i>Travel</i>	Enter the total dollar amount of travel expenses requested
<i>Travel Request Comments</i>	<p><u>In-State Travel</u> Only mileage for funded personnel positions is eligible. Provide a detailed description of the purpose of the travel and how it supports the work of the program.</p> <p>Provide a description of the travel type, rate per mile, and number of miles using your organization's established mileage rate.</p> <p><u>Out of State Travel</u> Only mileage for funded personnel positions is eligible. Provide a detailed description of the purpose of the travel and how it supports the work of the program.</p>

eCivis SRM Form Field:	Instructions:
	Provide a description of the travel type, rate per mile, and number of miles using your organization's established mileage rate.
<i>Travel Match</i>	Enter the total dollar amount of travel costs to be used as match.
<i>Travel Match Comments</i>	Provide a detailed description of the travel, type, rate per mile, and number of miles to be used as match.
<i>Equipment Request</i>	Enter the total dollar amount of all equipment requested.
<i>Equipment Request Comments</i>	Provide a description of the equipment item, quantity, purchase price or monthly lease rate for each item requested. Note: Pagers and cell phones will be reported under Other Request.
<i>Equipment Match</i>	Enter the total dollar amount for equipment to be used as match.
<i>Equipment Match Comments</i>	Provide a description of the item, quantity, purchase price or monthly lease rate for each piece of equipment to be used as match. Note: Pagers and cell phones used as match will be reported under Other Match.
<i>Supplies Request</i>	Enter the total dollar amount of all supplies requested.
<i>Supplies Request Comments</i>	<p>Supplies and Material costs include consumable, short-term, and equipment items costing less than \$5,000. This includes: office supplies; postage; desktop office supplies; leased equipment; and victim related books, resource materials and conference packets. Equipment items costing less than \$5,000 should also be included in Supplies. Provide a description of the supplies to be purchased, quantity, and cost. The amounts indicated in the narrative should add up to the amount entered in the supplies request.</p> <p>Printing costs include printing pamphlets/brochures describing the training project and equipment use fees for printing (when supported by usage logs). Provide explanation of item to be printed, quantity, and unit price for each item. Every effort should be made to provide conference materials to participants electronically or via print-on-demand services/options. Printed materials should maximize paper usage (printing on both sides) and minimize higher cost options (color printing) when possible.</p>
<i>Supplies Match</i>	Enter the total dollar amount of all supplies to be used as match.
<i>Supplies Match Comments</i>	Provide a detailed description of all supplies to be used as match including the quantity and cost. The dollar amounts indicated in the

eCivis SRM Form Field:	Instructions:
	narrative should add up to the amount entered into the supplies request.
<i>Contractual Request</i>	Enter the total dollar amount of all contractual/consultant requests
<i>Contractual Request Comments</i>	<p>Trainers must be well-qualified in the subject area and skilled in presenting the material. Trainers must possess the subject-matter knowledge and the subject-specific training experience necessary to meet the objectives of the training. In selecting or retaining a trainer, grantees should consider such factors as the trainer's resume and written materials, interviews with the trainer, observation of other trainings conducted by the trainer, feedback from other entities with which the trainer has worked, training participant feedback and evaluations, and the general reputation of the trainer.</p> <p>Provide the following information for each agency/individual contracted with:</p> <ul style="list-style-type: none"> • Name of contractor or consultant (required - put vacant if unknown at time of application) • Type of service provided (required) • First and last name of contractor agency contact or consultant (if known) • Address of contractor agency or consultant (required - put TBD if unknown at time of application)
<i>Contractual Match</i>	Enter the total dollar amount of all contractual/consultant expenses to be used as match
<i>Contractual Match Comments</i>	<p>Provide the following information for each agency/individual contracted with:</p> <ul style="list-style-type: none"> • Name of contractor or consultant (required - put vacant if unknown at time of application) • Type of service provided (required) • First and last name of contractor agency contact or consultant (if known) <p>Address of contractor agency or consultant (required - put TBD if unknown at time of application)</p>
<i>Construction Request</i>	Not applicable- enter \$0.00
<i>Construction Request Comments</i>	Not applicable- enter NA
<i>Construction Match</i>	Not applicable- enter \$0.00
<i>Construction Match Comments</i>	Not applicable- enter NA

eCivis SRM Form Field:	Instructions:
<i>Other Request</i>	Enter the total dollar amount of all other items/requests
<i>Other Request Comments</i>	<p>The following items cannot be funded with ACJC training dollars: entertainment, alcoholic beverages, tips, gifts, trinkets, and memorabilia/commemorative items.</p> <p>Provide a detailed description of the expense and information on the amount requested. "Other" includes any allowable costs associated with the training project not listed above. Other allowable costs may include but are not limited to presenter's travel costs (air fare, lodging, and per diem) associated specifically with this training project, pager, cell phones, training fees, etc. Other expenses must be in direct support of the program.</p>
<i>Other Match</i>	Enter the total dollar amount of all other items/requests
<i>Other Match Comments</i>	<p>The following items cannot be used as match: entertainment, alcoholic beverages, tips, gifts, trinkets, and memorabilia/commemorative items.</p> <p>Provide a detailed description of the other match and information on the amount to be used as match. Other match must be in direct support of the program. See <i>Other Request Comments</i> above for additional information regarding allowable match expenses.</p>
<i>Indirect Costs Request</i>	Enter the total amount of indirect costs requested here.
<i>Indirect Cost Request Comments</i>	<p>The ACJC grant may be charged indirect costs based either on a federally approved negotiated rate or a de minimis rate of 10% of modified total direct costs (MTDC). If a grantee has never had a federally approved negotiated rate, that agency may elect to use the 10% de minimis rate. Agencies that currently have or have had in the past a federally approved negotiated rate cannot use the 10% de minimis and must use the current negotiated rate or contact the cognizant federal agency to request an extension of the expired negotiated rate.</p> <p>Grantees charging indirect costs to the grant must ensure compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.</p> <p>Provide a detailed description of the indirect costs and the calculation used.</p>
<i>Indirect Cost Match</i>	Enter the total amount of indirect costs to be used as match here.
<i>Indirect Cost Match Comments</i>	Indirect costs based either on a federally approved negotiated rate or a de minimis rate of 10% of modified total direct costs (MTDC) may be used as match. If a grantee has never had a federally approved

eCivis SRM Form Field:	Instructions:
	<p>negotiated rate, that agency may elect to use the 10% de minimis rate. Agencies that currently have or have had in the past a federally approved negotiated rate cannot use the 10% de minimis and must use the current negotiated rate or contact the cognizant federal agency to request an extension of the expired negotiated rate.</p> <p>Grantees using indirect costs as match must ensure compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.</p> <p>Provide a detailed description of the indirect costs match and the calculation used.</p>

Attachments

Detailed instructions on how to attach and upload documents to eCivis are available at <http://azcjc.gov/grants>. Please upload the following documents:

All Applicants must attach:

- Total training project budget for the grant period (template available at <http://azcjc.gov/grants>)
- Most Recent Financial Audit (include management letter and schedule of findings if applicable)
- Job descriptions for personnel to be funded by ACJC Victim Assistance Grant
- Biographies or resumes for trainers / presenters
- Surveys used for program evaluation

In addition to those documents listed above non-profit agencies must include a current board list that includes affiliations identifies current officers and provides the Chairman's contact information.

And one of the following:

1. A copy of the organization's 501(c)(3) designation letter from the IRS.
2. Submission of a statement from the state taxing authority or state Secretary of State, or other similar official certifying that the organization is a non-profit operating within the state, and that no part of its net earnings may lawfully benefit any private shareholder or individual.
3. Submission of a certified copy of the applicant's certificate of incorporation or similar document.
4. Submission of any item above (1-3), if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the applicant is a local nonprofit affiliate.

Financial Capacity Certification and Special Conditions Agreement

Please download, complete, and attach the Financial Capacity Certification and Special Conditions attached to the application in eCivis. Completion is required for a complete grant application.

Submitting the Application

Detailed instructions on how to submit an application to eCivis are available at <http://azcjc.gov/grants> in the VICTIM SERVICES downloads section of the web site.